Student attendance

Prep to Year 6

The class teacher will monitor the attendance to scheduled lessons of each student. Unless formal exemption has been granted for a student to be exempted from scheduled lesson attendance, a student should attend each scheduled lesson timetabled in the weekly schedule. If a student, excepting those who have formal exemption from scheduled lessons, is unable to attend a scheduled lesson, it is the responsibility of the parent/caregiver to notify the class teacher (phone or e-mail) of the absence and the reason for the absence.

Attendance in the distance mode of learning is also indicated by the regular return of work as outlined in the Work Rate Calendar for each subject. The class teacher will maintain a record of work return. Concerns in relation to chronic non-return of work and/or non-engagement with the program will be referred through the Head of Department to the Deputy Principal. Parents/caregivers have a legal obligation under the Education (General Provisions) Act to ensure that their child is engaged in the educational program being provided by the school. The Deputy Principal will follow up reported cases of non-engagement/non-attendance.

Years 7–12

Attendance and engagement is monitored and followed up by teachers, Heads of Department, Year Level Coordinators and the Administration. This includes scheduled lesson attendance and return of work.

In Junior Secondary all students are in the compulsory phase of schooling and must participate in all lessons and complete all course work.

In Senior Secondary students must submit 100% of all assessment items to be awarded credit. If a student fails to engage appropriately, they may be asked to “show cause” as to why they should be allowed to continue in the subject. Students who are post compulsory school age and who fail to adhere to the attendance and engagement processes of the school will have their enrolment reviewed.

In Senior all students must be on a minimum full QCE/QCIA pathway. Students not meeting this requirement, due to non-engagement may need to ‘show cause’ in regard to their continued enrolment. Support to plan any changes to a senior program is available by contacting the Senior Pathways team.

Vocational education Years 10–12

Students undertaking a vocational education and training (VET) qualification must be in attendance at all mandatory scheduled lessons. This is to allow opportunity for students to demonstrate their skills and knowledge and for BSDE trainers and assessors to undertake observation in order to assess competence for individual units of competency.

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